



## **SCHOOL FINANCE MEMORANDUM 15-058**

### **State of Arizona Department of Education**

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: May 15, 2015

SUBJECT: School Finance Updates

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#### **SAIS Updates**

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1) **Vehicle Inventory Window is Now Open for FY2015 Submissions**

It's that time of year again when districts are required to submit final transportation data. This includes submitting the Vehicle Inventory data and generating the TRAN40-2 report as well as re-creating the TRAN55-1 report after both Vehicle Inventory and Transportation Routes data have been finalized. Generating the reports is the responsibility of the district and if they are not re-run to reflect the most recent data, it will cause unexpected results on the APOR55-1 and unexpected funding changes. Be sure to include all applicable vehicle miles through June 30. If they are not included, a negative impact to Transportation Support Level may be seen.

Vehicle Inventory data, like the Transportation Routes data, is entered via Common Logon.

Note: Transportation Routes is open as well. Both sets of data can be updated now through the deadline below.

**DEADLINE:** The deadline for reporting of final data and generation of new reports is **July 14, 2015**

2) **SAIS Limiting Issues**

The ADE has discovered new issues with SAIS that may be causing school districts and charter schools to receive incorrect funding. In certain circumstances, SAIS has not been properly limiting ADM within single Local Education Agencies (LEA) to 1,000, but rather has allowed it to be calculated at greater than 1,000 ADM. For complete details of these circumstances and steps to determine if your LEA is impacted, please see the School Finance Memo which can be found [at http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-044%20SAIS%20Limiting.pdf](http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-044%20SAIS%20Limiting.pdf).

ADE is in the process of completing a preliminary analysis to determine the impact and magnitude of the SAIS Limiting inconsistencies. All impacted LEAs will be notified of the analysis findings.

Please submit questions on this subject to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov). A FAQ will be made available online and updated, as questions are answered.

3) **200 Day Calendar Operation Approval Deadline**

FY 2016 deadline for approval of 200 Day Calendar is June 1, 2015. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to operate on a 200-day calendar in FY2016, you must, at a minimum:

- a. Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2015.
- b. Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
- c. Charters (ASBCS sponsored schools) requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.
- d. Budget for a five percent increase in base level support.
- e. Submit the “Optional 200 Day Instructional Calendar Compliance Form”  
<http://www.azed.gov/finance/forms/> to your Account Analyst.

4) **FY 2015 Monthly Processing Schedule**

Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing.

The remainder of the FY 2015 processing schedule, as posted to [HOT TOPICS](#) earlier this year, can be found below.

<u>Data Submission Deadline</u>	<u>Monthly Processing Start Date</u>	<u>For Charter Payment:</u>
June 1, 2015 @ 5 pm	June 2, 2015	June 30, 2015

5) **[Why does it take 10 days to perform monthly processing?](#)**

Monthly processing can take up to 10 days to perform. We wanted to share more details about our internal procedure to help the field better understand our processing schedule. During a normal monthly processing cycle, ADE processes all students within the state who are new to SAIS or who have revised data through:

- 1) Integrity – all students whose data have changed or are new since the last integrity
- 2) Aggregation – all students whose data have changed or are new since the last aggregation

- 3) Limiting – all students, regardless if their data has changed or not
- 4) Data Push – generating new ADMS40 series and SPED and ELL28-1 reports for all LEAs
- 5) Analysis of the data after each and every step listed above to ensure that data processed as expected. If data was not processed as expected, that step will be re-processed

If you have any questions regarding this, please see your account analyst. To find your analyst, see <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.

6) **FY 2015 Statewide Recalculation Schedule**

At the end of the fiscal year, ADE recalculates ADM for all students in SAIS. This process is very similar to the monthly processing in that integrity and aggregation are run. The main difference is that during the statewide recalculation, integrity is run for every student, whereas during monthly processing integrity is run only for students who are newly entered into SAIS or whose data has been modified since the last integrity processing.

<u>Data Submission Deadline</u>	<u>Recalculation Start Date</u>
<b>Brick and mortar schools:</b> June 30, 2015 @ 5 pm	July 16, 2015
<b>AOI (online) schools only:</b> July 15, 2015 @ 5 pm	

7) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports: ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You can also contact your [Account Analyst](#) for additional guidance and support.

### Payment Updates

5) **District Additional Assistance and Incremental Funding Limitation (DSCS) Recalculation**

The recalculated (final) DAA reduction and the incremental funding limitation for DSCS which began operation in FY2014 was included on April 1, 2015 apportionment calculations.

6) **Charter Additional Assistance Recalculation**

The recalculated (final) CAA reduction was included on April 1, 2015 apportionment calculations.

**7) Capital Transportation Adjustment**

Pursuant to A.R.S. 15-963, the Capital (Small School) Transportation Adjustment was included in the May 1, 2015 apportionment. These amounts have been included in the DAA adjustment on page 4 of the APOR 55-1. Award amounts can be seen here:

<http://www.azed.gov/finance/files/2015/03/posted-awards1.pdf>

**8) Certificates of Educational Convenience- Coming Soon**

The deadline for data submission for CEC calculations is May 15, 2015. Please see the following memos for the requirements for each type of CEC submission. Calculations will begin toward the end of May and payment will be distributed in June.

CEC 976: <http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-052.pdf>

CEC Out of State: <http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-050.pdf>

CEC A: <http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-051.pdf>

CEC B: <http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-053.pdf>

- 9) Charters Schools:** Please read the School Finance Hot Topics items regarding changes to small school weights for FY2015-2016. Action is required.

### **Budget Updates**

**10) FY 2015 May Budget 25 Reports**

The FY 2015 BUDG25 reports have been updated and posted. The budget report includes values from the May 2015 APOR55-1 and any FY 2015 budget revisions successfully uploaded and processed as of April 23th.

To download and review a specific district selection, please follow this link:

<https://www.ade.az.gov/Budget/EntitySelection.asp>.

**Please email any budget-related questions or concerns to [sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov)**

### **General Updates**

**11) Email Distribution**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above.

If you have any questions, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) or call Barb Axe @ 602-542-8248.

**12) School Finance Hot Topics**

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

### 13) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to [enterprise@azed.gov](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

### 14) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

## Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at [SFpaymentteam@azed.gov](mailto:SFpaymentteam@azed.gov)
- **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).
- **Other Areas within ADE:**
  - ❖ **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
  - ❖ **ESS, Maintenance of Effort, [ESSFunding@azed.gov](mailto:ESSFunding@azed.gov)**, 602-542-3851
  - ❖ **ADE Support**, 602-542-7378 or 1-866-577-9636
  - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.